

MINUTES OF
THE ADVISORY BOARD FOR INTERPRETERS BETWEEN HEARING
INDIVIDUALS AND INDIVIDUALS WHO ARE DEAF, DEAFBLIND, HARD OF
HEARING, OR ORAL
DEAF

February 5, 2021
Quarterly Meeting Minutes

The Advisory Board for Interpreters convened at 2:00 p.m. via Zoom video conferencing. Daisy Dippel, acting chair, opened the meeting by welcoming everyone and requesting a brief introduction of each member and program staff.

Board members present: Daisy Dippel, Debbie Pearce, Stephanie Ott, Nancy Quinn, and Katie Becker

ADH staff in attendance included: Brian Nichols, Attorney and Cheryl Allen, Adm. Support

Community participants: Cheryl Seymore, Dawn Malley, and John West

Transcribers present: Amy Hazel & Aryn Dennette Will Gorum (Back-up)

Interpreters present: Jamie Harrell & Karen Owens

APPROVAL OF MINUTES

Daisy: This is the first Zoom. Make sure you announce your name before you speak & be mindful of not speaking over each other. For interpreters, there's also a feature called "Raise Hand" This also makes it easier on the transcribers.

First, I would like to welcome Katie Becker who is new to the board.

Brian Nichols: Can you hold on? I know Carel is not present, is Arthur present?

Cheryl Allen: They are out today

Brian Nichols: Ok. I was thinking they were set up for this (Zoom). I'm making sure as far as roll call & minutes, what interpreters are present.

Stephanie Ott: Karen Owens. She's currently muted.

Brian Nichols: Ok, any others?

Stephanie Ott: She's our only one.

Karen Owens: We are expecting Jaime Fish Harrell when she gets connected.

Brian Nichols: Will she be providing services?

Karen Owens: Yes

Brian Nichols: Can you let us know when she arrives? Do you want to state your name, Cheryl?

Cheryl Allen: Cheryl Allen, Administrative support

Brian Nichols: This is Brian.

Kim Scott: this is Kim

Brian Nichols: I can't hear you.

Kim Scott: This is Kim Scott with Child Health, Arkansas Department of Health.

Brian Nichols: Ok. For the record, Cheryl is also with the Department of Health. This is Brian Nichols, Attorney. It's my understanding that we have guests on the line that are not board members. They are here for the meeting itself. Is that correct?

Cheryl Allen: Yes.

Brian Nichols: Thank you. Daisy, I'm sorry to have interjected. We need everything written down. Has anyone not been introduced that are a part of the meeting, whether a board member, Department of Health, or interpreters or captioners? All right, please indicated your name when you speak. This will be our first zoom conference.

Cheryl Allen: Can I asked a question? We have visitors. Do I need to unmute them? Cheryl Seymore, Dawn Malley, a few other people are here.

Brian Nichols: You can unmute them. They should be able to mute their won microphones.

Cheryl Seymore: I muted myself.

Brian Nichols: They should be able to mute their own microphones. You can unmute them so they can ask questions when it's time. Daisy, you're sitting in as acting chair. We normally don't have a lot of members of the public, but we do have a few here for today's conference. We need to acknowledge that they may have questions and give them the opportunity.

Will Gorum: this is Will Gorum providing back-up to interpreters and captioners.

Brian Nichols: All right. Mr. Gorum, do you have anyone with you? Typically, you have someone with you.

Will Gorum: No, Amy and Aryn are providing captioners. I'm here as back-up, just in case.

Brian Nichols: Sounds good. Daisy, if you want to go ahead. Again, I apologize for interjecting.

Daisy Dippel: I appreciate that. Feel free to interject at any moment, Brian. We do have a quorum, so we'll proceed with the agenda. #2 approval of minutes from 2020 quarterly meeting. If you approve, raise your hand. We'll note that all board members have approved. Onto item #3 a subcommittee update.

Brian Nichols: One second. You need a motion to approve and someone second. Then take a vote.

Nancy Quinn: I move to approve.

Debbie Pearce: Second.

Brian Nichols: Daisy, go ahead and have them vote again.

Daisy Dippel: We'll vote again on the minutes being approved for November 6th meeting. It's a full approval board for the minutes.

Brian Nichols: Ok

SUBCOMMITTEE REPORT

Daisy Dippel: item #3 is subcommittee updates. We'll begin with Licensure. We really don't have updates besides a motion that will be brought up in new business. We'll move forward to Investigation. Since Art is not here, Nancy, would you like to report for him?

Nancy Quinn: Yes, Art does a good job. It's been complicated. A quick update. Jayson Lawson sent in a complaint regarding Debra Wilson in El Dorado area. He was going to attend classes at Arkansas. I want to say Southern Community College. That doesn't sound right. It was Southern Arkansas Community College. At that time, Ms. Sturdivant was saying there weren't any area interpreters that were qualified. Jason had agreed to have Debra Wilson interpret for him. However, he didn't attend class. I believe that there was a signature that he would agree for her to interpret. Art tried to contact Debra Wilson through phone & emails. There wasn't an address on the complaint itself. It's been tough getting in touch with her. Ms. Sturdivant has been responsive. It's seems very much agreeable to understanding the law and getting in touch with Cheryl Seymore about VRI and that possibility with classes. Art had a letter sent to Ms. Sturdivant. Also, a certified letter to Debra Wilson. Cheryl Allen, thank you for your work on that.

Cheryl Allen: you're welcome.

Nancy Quinn: That's where that complaint is. We did discuss finding her, but there was no proof as to her interpreting in different areas, whether it's police, hospital, or doctor. Waiting hopefully, to get a response from the certified letter.

Daisy Dippel: If there's nothing else for Investigation committee, we can move forward with Technology. Stephanie.

Stephanie Ott: on January 17th, we met and recorded this ginormous packet of licensure law into ASL and Lauri did a great job. I'm sorry, Melina did that and Lauri edited it. It's an 11-minute long video that's been sent to the Tech committee and it should be sent out. There's a YouTube link that will be sent to the board. You can look over it. If anything needs editing. If anything needs to be changed, we can communicate by email before the next meeting so we can have the final approved at the next meeting. We still need it voiced interpreted. We don't know if one of us will do it, or someone from the community. We'll have it interpreted & captioned and have a transcript as well. That will be added and sent out for approval from the board. That's the update on that.

Nancy Quinn: Yay!

Katie Becker: Question? What do you think is a reasonable date to have it on the website?

Stephanie Ott: I'd like for it to be up by our next board meeting, if not before. I don't know if we can get the captioning and audio added and sent out before editing. I've seen one small thing that needs to be cut. It was my fault. She copied me. It's a flub that I'll need to take out. If you notice anything else, but hopefully we'll get it up soon.

Daisy Dippel: Thank you. Nancy?

Nancy Quinn: I have a question. I'm on the committee and how is that processed?

Stephanie Ott: As new business, I want to make sure we pay and thank them for the services.
[Laughing.]

Debbie Pearce: We there an agenda sent out? I didn't get it.

Daisy Dippel: Yes, there was. Did you not get it? We need to make sure we have the right email address for Katie Becker to get the agenda and correspondence. I think that's all for item #3. We'll move on to agenda item #4, old business

Old Business

Stephanie mentioned this with the services being paid, Melina for interpreting and Lauri editing the video. I believe we'll move that over to new business unless you want to discuss that before.

Stephanie Ott: is this where we want, if there's feedback on the "Did You Know" card or will we do that later?

Daisy Dippel: Yes, that's next. So, with #4, we want those services paid. That's what our advisory board has discussed for years to put on the website. So, we want to acknowledge those two individuals that heled us get it mostly done. We'll get it voiced.

I'll move to the next old business, the pamphlet to pass out when businesses aren't in compliance. We talked about a do-and-don't list. I'll let Stephanie, since you headed that, give an update on that pamphlet.

Stephanie Ott: I have made a rough draft of what I envisioned. The front has interpretive hands and says, "Did You Know" and facts I pulled from the law about why licensure law is important. At one point, we talked about having our own logo, so I left that and contact info blank for now. I don't know if we wanted to use ADH only or the one we make for the board itself. I am still in the process of making the back. In my mind, it's a 5 by 7 kind of card and one side, is the info on licensure law and it says, "you can't use a signing staff member". "the child of that person can't be an interpreter", things like that. The correct term is not deaf and hard of hearing.

I believe statistically, people are better drivers. I'll add that or anything else that you want. I want people to pin it up in their office, like doctor's offices. As an interpreter, you can jump in and offer them something, not just say it's illegal to use the child as an interpreter.

Daisy Dippel: Did everyone get the email about that? Okay, great. So, is email good for that?

Stephanie Ott: Yeah, that's great. We'll make it a team effort. Send me photos or anything.

Daisy Dippel: We'll keep editing that and hopefully, by the next meeting, we'll have it ready for approval.

Stephanie Ott: Yes, I hope to have a hard copy to bring.

Daisy Dippel: now, the organizational list for distribution. We wanted to make sure our meetings are public. We wanted to notify different organizations in our state. I created a google sheet and sent that to everyone. I wanted to know what your thoughts were, and Katie, I apologize, you weren't sworn in at that time.

I'll resend it and add you to it. I'd love to send that out again and advertise all over the state. I'm going to bring it up again and I'll send that out and if you can add organizations on there, I don't know if the tech committee wants to be responsible for sending our zoom link before meetings, or how we'll assign that.

Stephanie Ott: I don't mind doing that at all, unless, I get taken off the tech committee. I don't mind setting up a reminder once we have a list of who to send it to. I can make a reminder a week before the meeting.

Nancy Quinn: I've got a few questions. For JR, that's LRAD?

Daisy Dippel: Yes, that's correct.

Nancy Quinn: Elise Kirkpatrick?

Daisy Dippel: I don't have that list. Let me pull it up so I can look at that.

Nancy Quinn: Thank you for the Google doc. It was easier to figure out. It was great.

Daisy Dippel: That's great! I wanted to make sure we were all...this is just a list I've compiled from being program chair. I'm looking down here. I did put down Elise Kirkpatrick and that was the only point of contact I had. The agency in Northwest Arkansas with Dawn as well. That's just a rough draft. We can all add and make it more specific with which agency. It's "Sign Language Interpreting Network", says Dawn in the chat and she added a better email.

I'll update that now. We'll have a better list to send out. So, since you're a part of the tech committee, can I go ahead and assign that to you?

Stephanie Ott: Yes, absolutely. Did you see the other email she sent?

Daisy Dippel: Yes, adding that now.

Stephanie Ott: Thanks, Dawn.

Daisy Dippel: If you think of any other organizations, let's get as many people as we can on here from our community, to better serve here.

Stephanie Ott: Is LRBDA on there?

Nancy Quinn: Yes.

Daisy Dippel: Katie, you put Arkansas Hands and Voices on there? That's a good one. If you have contact info, let me know and I'll add it now.

Again, this is Daisy. I'll send this out and add Katie. Let's go ahead and add to that. Stephanie, you'll be in charge. I'll send that out before our quarterly meeting so we can involve more of the public. I like that plan. There's one more thing for old business, Debbie?

Debbie Pearce: this will come as a shock, but I can't get my Google doc to open. There are two deaf clubs that meet in Northwest Arkansas. Do you have those? If not, I'll contact them.

Stephanie Ott: One is DCC and Dawn adds Deaf United Organization and Katie said she'll look for the right info for the Arkansas Hands and Voices. They both have Facebook pages.

Daisy Dippel: Keep them coming. Debbie, we can talk about opening the Google doc. I learned a couple of years ago that If I can do it, you can do it.

Debbie Pearce: my grandson can probably do it for me.

Nancy Quinn: You all probably saw what Linda Stauffer sent out. Can it be posted on the website? It is distributed. That's the plan.

Stephanie Ott: I meant the agenda.

Daisy Dippel: That is good feedback. Cheryl, is there a way to add our agenda for the quarterly meetings on the website? We'll send a zoom link to the distribution list, but could you add the agenda to our website?

Cheryl Allen: Yes

Daisy Dippel: Are you saying yes you can do that?

Stephanie Ott: Responding "yes" on Cheryl's behalf, in the chat room.

Daisy Dippel: Great Idea. Thank you, Linda. There is one last item under old business. Creating a functional job description for the designated salary staff that was proposed at our last quarterly meeting. I created a google doc for us to put in our ideas and start brainstorming before this meeting. I don't think we got anywhere with it. I am willing to open it up for discussion if that's the appropriate protocol. Brian, old business?

Brian Nichols: Yes, if there's any member with questions regarding old business or if there's discussion to be had, they can do that now.

Daisy Dippel: We did receive some attachments from Kim Scott explaining what those roles would be. Hopefully, everybody received that. I believe Katie Becker probably did not. I can send that to her. We'll open that up for discussion. I saw a couple of hands raised. Nancy?

Brian Nichols: Daisy, have you sent that to Katie?

Daisy Dippel: No, do I need to right now?

Brian Nichols: Well, if you're going to discuss it then she could have an idea of what you're talking about. If you don't mind and if you're going to forward that by email, copy Cheryl on it so she'll have Katie's email address. That way Cheryl will have Katie's email and they can get any other additional information they need. That way, she'll have it.

Daisy Dippel: Sent email and attachment from Kim Scott to Katie & copied Cheryl.

Brain Nichols: Cheryl, you can add that to the list with the other members.

Cheryl Allen: Okay

Daisy Dippel: We'll open it up. Nancy, did you have a comment?

Nancy Quinn: Yes, I put several questions within that google doc that you added. Brian, I think most of them are legal. I don't know if you saw these questions. Did you get a chance to see those questions that I had regarding the position?

Stephanie Ott: Brian, did you accidentally hit mute?

Brian Nichols: No, I didn't. Are you directing the question to me or the board?

Nancy Quinn: Yes, I'm directing the question to you, Brian. I had some questions and I thought they might be within the legal realm regarding the board. If we subsidized that position, how would that happen? Would we be under the office of OPM within the Office of Personnel Management? How does this work, legally?

Brian Nichols: As far as OPM, that's something I'll have to check and see; find more information. Typically, if there was an agreement, then there would be a memorandum of understanding or a simple contract that we'd run it for periods of time setting out the details. What's being paid for what services and what's expected. Whether there would be renewal terms. Anything along those lines.

Nancy Quinn: Ok

Brian Nichols: It would probably be done with a memorandum of understanding. A simple contract.

Nancy Quinn: My understanding is that Mr. Randolph's position wasn't going to be filled & that all those jobs and duties went over to Cheryl.

Brian Nichols: You'd have to ask Cheryl. I'm not aware of that.

Cheryl Allen: Yes, I am doing all of it.

Kim Scott: The way it's set up is when we were notified that the Family Health Branch would provide administrative support for the board, we could identify two individuals to assist with the duty as the team will learn what should be required. Upon Mr. Randolph's retirement, his position did not refill at the time and Cheryl continued doing all those duties. At this time, we have not received notice that Cheryl will be receiving assistance from this branch.

Nancy Quinn: My other question. Are there other boards within the state in the same situation either discussing or possibly providing salaried support?

Brian Nichols: I don't know what all the other board arrangements are. There are different types of boards. I don't work with all of them. All the boards are kind of split up amongst attorneys. I only know the ones I deal with directly. Any of the others, I'm not exactly sure how their financial structure is.

Nancy Quinn: I want to make it clear that with what Kim said on Job duties and descriptions, it's obvious there's so much to this job and I think it keeps getting added to. It's exciting for the board to have things to do that are ongoing. I want to make it clear that I'm not in any way trying to impede this process. As a board member, I want to be very sure in my mind, that we've got everything covered before there's a possible agreement to this.

Art sent in a question. I don't know if you all have it. It's regarding a possible supplement for the position. He said that instead of paying half the salary like proposed, why don't we have a system that they could send invoices to the advisory board with total hours spent on actual tasks related to interpreter licensure and the advisory board. It could be billed quarterly, and the monies could be paid from our account/budget. We may want to set up some structure of fees to cover the work.

Kim Scott: I can double check on that. I'll have to forward it to our finance office within the Center of Health Advancement. My understanding is that all positions must be tied to a funding source, but I'm not sure. I'll check. I believe you met our administrative lead at the last meeting. We'll get a response to the board as soon as possible.

Daisy Dippel: Thank you.

Brian Nichols: I don't know the status. In the past, there was a contract to some outside source then yes, there might be an hourly structure, but someone from the outside contracting with the Department of Health. I don't know. Kim will have to check on that and find out. I haven't seen that happen, but I don't know that it can't happen. That's something we need more information on.

Daisy Dippel: Katie has a comment.

Katie Becker: is this the only document that has been drafted? Am I missing something before this?

Daisy Dippel: I'll go ahead and sent it. It's the google doc I created when we were bouncing back & forth. Nancy is stating the things she said in there and she's read what Art added. I'll add you to the google docs for the distribution list and for his functional job description.

Katie Becker: I didn't know if it had anything in there that said that there would be a percentage of time spent on these tasks. I have no idea of the salary. There's a lot of other questions. I wouldn't feel comfortable making decisions today.

Daisy Dippel: It was brought up at the last meeting in November. They mentioned a salary of \$21, 377 a year. That would include 20 hours weekly. The functional job description is what I forwarded to you now, that Kim shared with us. That's the only thing we have now besides the board passing ideas back and forth.

I have a question for you, Brian. What if we don't have the funds to cover that salary?

Brian Nichols: That's why, in this case, that you do a time constrained period. 1-year contract each year. If there's no funds, then there's nothing to pay for it with. That's why, in that way, the renewal could be done each year. If there's money to take care of it, it would reflect on the budget. That would be my recommendation. Any type of agreement would be typical on a year to year basis. You could have a change in duties. (Ex. 50% of the time on the committee and 50% on other duties. Whatever the arrangement is, it would be for a year.

If duties were taken away and it was 25% on committee and 75% on other items, when it came time for renewal, there'd be negotiations. You see what I'm saying? If you do it, you get an eye on the budget too. If you jump out with a lengthy contract or even up to 2-years or how long you want, take in to account how much is in the budget.

If there's money to cover 2 years, know that you only have funds to pay for two. That's my recommendation on how to handle the financial end. Just do it on yearly terms and have roll over provision or renewal provision included.

Daisy Dippel: Thank you, Brian.

Brian Nichols: Does that answer your question?

Daisy Dippel: yes, thank you. Any other comments or questions regarding designated salary staff position? Okay, that's it for the agenda on old business. We can move forward to new business.

New Business

Daisy Dippel: Now that Katie Becker has been sworn in, we need to look at subcommittees. We have investigation, licensure, tech, ad hoc/budget. Katie, did you have time to read the responsibilities of these before we assign?

Katie Becker: Yes, I was able to.

Daisy Dippel: Okay, we do need Katie to be on two and Debbie added to one committee. I wanted to see where you wanted.

Katie Becker: I'm interested in licensure and investigation, if possible.

Daisy Dippel: Go ahead, Debbie.

Debbie Pearce: I was showing Carel that I can work with the ad hoc committee on budgeting. I want to ask if this is the committee to draw up a contract, if we do indeed agree to a salary? Okay.

Daisy Dippel: Yes, when we have the subcommittee meeting, that's something that the subcommittee would come up with. I have a generic list that I sent, to add questions, but that's what the committee would work through.

Debbie Pearce: Would Brian be able to work with us when we draw up something?

Brian Nichols: The way it works is that you need to reach an agreement & put in on paper. That's how you'll know the easiest and clearest way to do it. That way you have the terms in an outline for the services provided and the cost for reimbursement. Short answer, yes, we can get an agreement together. You'll have to work out the terms. Preferably first, so we're not just drafting and making several drafts.

Daisy Dippel: That makes sense, Brian.

Brian Nichols: Yes, we can draft something, but we need to know what both parties agree to.

Kim Scott: I'd like to echo what Brian says. We have templates from other interactions with organizations outside the agency. If you can share your expectations, we'll identify a set of deliverables for the board and the agency and it will spell out what's expected, the services provided, the cost incurred, and how billing would occur.

Daisy Dippel: Thank you, Kim. So currently, on the subcommittees, we still need someone else on tech. Debbie, you don't want that. Nancy, could you do that?

Nancy Quinn: I'm on fee and investigation. Tech? I don't know how much help I'd be, honestly. I might be a hinderance.

Daisy Dippel: Is the fee & ad hoc/budget one committee? I guess I didn't have your name there. You're on it?

Nancy Quinn: yes, it's on the website. Again, I don't mind. I just don't know that I'm much of an asset, but I'd learn a lot.

Daisy Dippel: Carel & Stephanie are all on that committee, the tech.

Brian Nichols: You need one more.

Stephanie Ott: If Katie wants to join licensure, does one of us need to back off or can we have four on a subcommittee?

Brian Nichols: I would recommend you only have three. If you need it; want four, that's fine, but you only need three for the subcommittee.

Stephanie Ott: I don't mind if you want it.

Katie Becker: Put me where you need me. I can serve in tech. My goal is to learn as much as I can as quickly as I can from serving on all the committees, if necessary.

Daisy Dippel: Can we keep you on investigation and move you to tech instead of licensure? We rotate every year, so we can explore other ones.

Katie Becker: I accept.

Daisy Dippel: Wonderful, thank you.

Stephanie Ott: Can you go through each committee and who's on it?

Daisy Dippel: Investigation: Nancy, Arthur Katie & myself. Licensure: myself, Debbie, & Stephanie. Tech: Carel, Stephanie and Katie. Ad hoc/budget: Art, Carel, Debbie & Nancy.

Stephanie Ott: thank you.

Daisy Dippel: Welcome. That covers new business for the duties of subcommittee. Stephanie?

Stephanie Ott: I have two things. The first is from the licensure committee. Melina Rivera is a DI in Arkansas and she had a provisional license last year. She submitted everything for that, this year, but because we don't have anything in writing about DI's getting licensed, she's sent in her transcript & she hasn't taken her national exam yet.

We wanted to make a motion if the board is okay to approve her for provisional license again this year? She's done all her trainings and paid the fee. Can we do that; pass a motion for that provisional license?

Daisy Dippel: We have a motion by Stephanie asking us to approve the provisional requirements for Melina Rivera for deaf interpreters. Any motions? Debbie Pearce. That has passed.

Brian Nichols: She's in college for this now so when do you expect her to be complete?

Stephanie Ott: I believe she's in her second year. Correct me if I'm wrong.

Brian Nichols: You said that she has a national license, but there's no state licensing?

Stephanie Ott: She doesn't have a national. There's not a state test yet for deaf interpreters. The only one available is national. Someone doesn't want to pay for that until they know they're ready for it. She wants to finish her schooling first.

Brian Nichols: Is she currently getting CEUs?

Stephanie Ott: She did CEUs on top of college and she took great courses for DI, teaming, and mental health. She did good CEUs for someone with that interest...

Brian Nichols: Has she been interpreting under supervision?

Stephanie Ott: Yes, under her provisional for 2020.

Brian Nichols: Ok. I wanted to make sure we clarified a few things so that everyone is aware. Go ahead.

Stephanie Ott: Thank you

Daisy Dippel: Did you have another motion, Stephanie? As far as services being paid for interpreting and editing?

Stephanie Ott: My second motion is paying both Melina and Lauri for their services in making the video for the website. Melina spent time reviewing the information and preparing for interpreting it and spent about an hour making the video. Lauri took it home and spent 4 to 5 days editing. I know we discussed paying them. I would like to make a motion that the board pays them. I don't know if there's a specific amount I'm supposed to say, but I make a motion that we pay both Lauri and Melina.

Brian Nichols: Have the invoices been circulated around?

Stephanie Ott: No, we don't have invoices from them. I can tell them to make one if I need to. I don't know that they're expecting anything.

Brian Nichols: From a legal perspective, you'll need an invoice, so you know where the money is going. Secondly, the board needs to know how much we're talking about spending before they do any type of vote. If you need money, you need to know how much will be charged so that the board can know if it's a reasonable amount as opposed to a blanket approval.

Stephanie Ott: That makes sense. I will ask for invoices. Can I send that out via email to the board for approval?

Brian Nichols: you can send it out via email to the board and have it put in the next hearing packet. It can be taken up at the next board meeting. That shouldn't be a problem if there was never any agreement to begin with, to pay for these services. It needs to be approved at the meeting.

Stephanie Ott: Ok.

Brian Nichols: That way, the board will have the ability to review it and vote on it. Ask them if they will provide and invoice. On the invoice, you need to put what the services were and how much they're asking to be reimbursed for services. When you receive that, send it to

Cheryl and to the board members for review. Make sure you let Cheryl know you want it on the next agenda.

Stephanie Ott: Great, thank you.

Brian Nichols: One last thing. We'll need to know who to make it payable to. If it's an individual or what. They'll be getting a 1099 you you'll need to know who that goes to.

Stephanie Ott: Do we need a W9 for them?

Kim Scott: I wanted to ask that as well. We'll need additional information. If they're registered as a state vendor already, we won't need that, but if they are not, we'll need to request that in a grants and contract disclosure form so that we can submit them to accounts payable to get registered so they can process payment.

Stephanie Ott: My guess is, they are not.

Brian Nichols: Then they would need to fill out the W-9 and the extra information so they can be submitted for reimbursement.

Kim Scott: As you're growing and developing plans and anticipating things like goods & services & you need us to process payments, let us know ahead of time so we can get our procurement process started. Processing the payments will be smoother.

Stephanie Ott: Ok.

Daisy Dippel: Go ahead, Katie.

Katie Becker: I would like to make a motion. This may be premature, but in addition to paying Lauri for editing and Melina for interpreting, we need services for someone to voice that that and we need services for captioning that. There's no way that we should rely on YouTube's automatic captioning. Can we make that a part of it? Will we be paying two other people for their services in the future?

Brian Nichols: Well again, the problem you run into when making a motion to pay for something not knowing what you'll be charged for, if it's even going to be what you're expecting to receive, I wouldn't recommend you making a blanket motion to approve payment. I would recommend you get with whomever will provide that service and decide what the service will be & what they'll charge for it. After you have that, then put it in a memorandum. That's what Kim was saying. You can get that information and get the ball rolling early instead of doing it after the fact and then bring it to the next board meeting as a proposal.

Katie Becker: As interpreters and transcribers, I believe there's basically a flat fee and they would show up with an invoice. I think these two individuals may be simpler than the other two without having invoice experience.

Brian Nichols: Then it should be easier for them to let you know what they'll charge in advance. You don't necessarily have to have the invoice right then. They can tell you that this is the amount they will charge. The reason being is so that they can charge you for that amount. If it's less & they spend less time, then they don't have to charge you the full amount. If they go over, that's the amount you have agreed to. That's why you need to get their proposal; how much they anticipate charging.

Kim Scott: Something for the budget committee to consider. It would be helpful to think about these costs from an annual aspect. From state fiscal year July 1st – June 30th. With this board, you have an account that has a substantial amount of money in it. We are authorized to spend a small percentage based on previous year's expenditures. If you're expecting additional cost, at this time we've only been authorized to expend funds on interpretation and transcription services for these meetings. If we need to make adjustment & submit the request for additional appropriation, we're happy to do so. Just let us know. The process can take a little time.

Nancy Quinn: A question for the budget ad hoc committee. I've only seen one financial statement. I believe that was in February last year. Kim, where do we request that? From you? Or before the meeting?

Kim Scott: if you want an expenditure report, we update those monthly. I will get with our budget analyst and we can have one prepared for you. We can also arrange a budget analyst to be present during the subcommittee meeting or this meeting. I can answer a lot of questions, but if it's too technical, I would prefer the budget analyst be present for those questions.

Nancy Quinn: Great, thank you.

Daisy Dippel: Go ahead, Debbie.

Debbie Pearce: This question is for Kim. You said that we only have expenditures for interpreting and transcribing. Do we pay anything for sending out the statements to apply for license or printing the license? Do we cover that?

Kim Scott: Yes, I'm sorry I failed to mention that. There's a small amount that covers the postage. We pay a small fee because it's printed on licensure paper. We process the payment once a year. The monthly postage amounts come out as well. We needed to order a recorder because it failed. Just minor supplies. Those are the only expenses from this account.

Debbie Pearce: Thank you.

Daisy Dippel: Anything else regarding paying for services that have been provided & will be provided? Nancy.

Nancy Quinn: One more question. I believe Cheryl asked about obtaining an interpreter for people being sworn in, or re-sworn in. In care's case. I don't remember than from the past. Is asking for approval something new? Did it come from a different fund?

Kim Scott: We have started providing administrative reports. There was no record of expenditure. We were not aware of it and didn't have anything written, so we wanted to make sure the board was aware. We were advised to get board approval first. Any cost that's not a recurring cost, we won't make it, without speaking to the board first.

Nancy Quinn: Thank you.

Daisy Dippel: Than you, Kim, for clarifying that. We were confused. We assumed it was a give-me. That makes sense that the board needs to approve it because it's not a recurring cost. Thank you for clarifying.

Kim Scott: No problem. We'd rather you ask and make sure we're all on the same page.

Daisy Dippel: Anything else on new business? Moving down on the agenda for number 6 public comments. Our 2021 quarterly meetings are confirmed. We'll open it up for public comment. John West.

John West: Community interpreter and certified. Interpreting for about 32 years in Central Arkansas. You were discussing a salary for someone who works with this department. We've had the licensure for six years so far. Right now, all the money that comes in, is from dues. We don't have any money for fines. Our income is rather limited. It depends on how many interpreters sign up for a license.

You were talking about paying for videos and such. They salary was \$21,000/year. If we pay that, how much does it leave for the other things, such as the videos and interpreters?

Nancy Quinn: Kim, you can probably speak on this. Being on the finance committee, my understanding is when we get the report, we'll have a better idea of where those expenditures are, specifically and how much we possibly would have. Especially, with invoices being out regarding technology

Kim Scott: Yes, Nancy. We can get that information to you. We'll have to work with the agency as well. Our monthly expenditure report, the last time I requested it, typically shows the detail of what we appropriate and not the fund-balance. I'll get with our finance analyst to get the receipts for licensure fees and expenses you all are making.

Daisy Dippel: John, we'll have to get more info to see what comes in and out.

John West: Thank you. Just wondering if other licensure departments do that since ADH handles licensure only.

Daisy Dippel: The explanation we've been given is that there were two people in that role. Now, there's one, so the duties have increased. I don't have an explanation. Kim, Brian? Why has cost never been asked for in the past?

Brian Nichols: I can't answer that. I don't know. I have no idea, but as for licensing for other divisions, different divisions and programs have different roles. In some programs, the members of the board, prepare the minutes. They take care of the licensing and make sure everything is sent out. They do all of that.

You're not talking apples and apples, but apples and oranges. There's a distinction between duties in the different programs, but why it's never been asked before, I don't know.

John West: Just comparing to the other apples then. If that was the same. If we can't compare them all; the ones that were similar. Thank you.

Brian Nichols: Welcome.

Daisy Dippel: That was a comment from John West.

Cheryl Allen: I wanted to piggyback on what Brian was saying. To streamline some of the processes & increase communication between you and myself, I want to present some actions to make sure staff gets appropriate info. It's a big task for one person. I emailed everybody so you can look at it & take it in consideration of some of the things we're asking.

Brian Nichols: is that what you sent out not long ago by email? Okay, I don't know if some of you have computer access to look at it. Cheryl sent it about 15 minutes ago. You can review that and if you have questions, address those and we'll bring it up at the next meeting.

Debbie Pearce: I might be able to clarify a bit. I was a part of the original board 7 years ago and we had no money. The Department of Health gave us mercy as we have grown and the responsibilities for the Department of health have grown. Now, we have money & the responsibilities have increased. That's why the question has just now come up.

Brian Nichols: That may be the case. I am not sure why. That would be just as good of an assessment as I could offer.

Daisy Dippel: that's a question that we, as a board, can look further into before the next meeting. This is an ongoing discussion. I appreciate the public comment. We have more to think about. At this time, unless there's something else, we can go ahead and adjourn the meeting. It's 3:24 and the next meeting will be May 1st at 2 pm.

Debbie Pearce: May 1st is a Saturday.

Daisy Dippel: if that's a Saturday, we need to change that. Not just in the agenda, but the website as well.

Brian Nichols: It should be the 7th. The first Friday.

Daisy Dippel: That might have been a typo.

Katie Becker: I have the 7th in my calendar.

Brian Nichols: What were the other days? These are typos. Should be May 7th, August 7th, and November 5th.

Daisy Dippel: Yes. The next quarterly meetings will be May 7th, August 6th, and November 5th at 2:00 pm.

Brian Nichols: when you're ready to adjourn, have someone make a motion to adjourn and someone second.

Kate Becker: I make a motion to adjourn.

Nancy Quinn: Second.

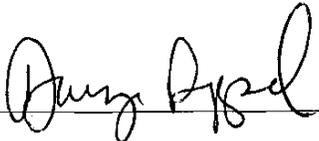
Brian Nichols: Who was that?

Daisy Dippel: Nancy. Okay, the meeting is adjourned February 5th at 3:37 pm. We'll see you on May 7th at 2:00 pm.

Katie Becker: Thank you, Daisy.

Meeting adjourned at 3:37 pm

Next meeting: Scheduled for May 7th @2:00 pm. May be via Zoom due to COVID-19.

Signature: 

Date: 6-14-21